

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAGES

2. AMENDMENT/MODIFICATION NO.

02

3. EFFECTIVE DATE

See Block 16C

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

Executive Office
USAID RDMA
63 Athenee Tower, 25th Floor
Wireless Road
Bangkok, Thailand 10330

7. ADMINISTERED BY (If other than Item 6)

CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

All Offerors / Bidders

(X)

9A. AMENDMENT OF SOLICITATION NO.

RFP 006/2017 (original attached)

9B. DATED (SEE ITEM 11)

May 2, 2017

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

X Extension of closing date

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

1. extend the closing date for the submission of proposal from April 24, 2017 (5pm Bangkok Time) to May 15, 2017 (5pm Bangkok Time)

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Ellen Zehr
Contracting Officer/Executive Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

(Signature of person authorized to sign)

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

5/2/17

Attachment A

REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	006/2017 – March 30, 2017
B. Subject:	Purchase of Training Courses for ARTC (EWP)
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of questions: Closing date for receipt of proposals:	April 9, 2017 – (5pm, Bangkok Time) April 17, 2017 – (5pm, Bangkok Time)
E. Type of Award:	Fixed Price – Purchase Order
F. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

I. Introduction

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to host English Writing Proficiency courses, for Basic course, commencing on/about July 16 – 20, 2018 and Advance course, commencing on/about March 5 – 9, 2018. Each class will consist of approximately 25 different participants from USAID missions located in countries in the Asia region and possibly beyond, including Locally-employed staff (LES) and Third Country National (TCN) and American staff. The training venue will be provided by USAID.

II. Background

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

It is our intent to increase employee performance through tailored English writing courses. USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff, and placing emphasis on the transfer of experience and knowledge. The training outlined here is to better prepare USAID staff with the tools that are needed to complete their daily writing/editing tasks.

III. Services Required

A. Approach

Training must incorporate teaching methodologies that take into account different learning styles, and cultural language barriers. Given the wide range of talent and years of experience, and a workforce that spans generations, this training must consider what motivates employees with different expectations. Enhanced ability to create, write, and edit both official and person documents is a necessary outcome of this training. Training should be created for delivery to both the supervisory and non-supervisory employees.

The training shall incorporate the following principles:

- Highly participatory, interactive, and experiential for all participants
- Incorporates current and best practices in self-development
- Takes into account USAID's organizational culture
- Facilitates personalization/unique experiences for participants (as opposed to a generalized 'one size fits all'), and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

B. Training courses to be offered:

- **English Writing Proficiency (Basic)**

This course should be designed for participants whose primary language is not English and who have not had official training in English business writing. The course should focus on experiential learning

with hands-on individual and group writing exercises that are relevant to USAID situations and responsibilities and will enhance the quality of written work assignments.

- **English Writing Proficiency (Advance)**

This training is designed for the more senior nonnative English speaker and for the English speaker who needs a refresher on how to create, correct, and be concise with their business writing. It should focus on the advanced issues involved in the drafting of technical documents, initiating memos, and editing documents. It will also need to address how to write clear, correct, and concise paragraphs and multi-paragraph documents, preferably using USAID compliant formatting and style. Methods utilized could include: hands on learning, both individual and group work in writing exercises and coaching sessions.

C. Deliverables

- 1) The contractor will deliver two courses that cover one-week of English Writing Proficiency (Basic) and one-week of English Writing Proficiency (Advance) for up to 25 participants. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor and must be included in the cost proposal. USAID/ARTC will provide the training venue and access to laptops and projector(s) for presentations.
- 2) A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the second training.

IV. Proposal Instructions

A. Technical Proposal

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum one page)
- A draft agenda for the Basic and Advance English Writing courses (maximum two pages)
- Demonstrated past experience delivering (within the past three years) similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum two pages)
- Resume of proposed instructor that describes expertise conducting soft skill training (maximum two pages); the scope of this course requires one instructor only.

B. Price Proposal

Total fixed price quotation – be sure to consider all costs associated with the delivery of these training courses, including but not limited to, preparation of course materials, preparation of course surveys, delivery of courses, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue and cost for access to laptops and projector(s) for presentations in your quotation.

V. Selection Criteria

The USAID Contracting Officer will select the successful contractor using a Best Value Approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction.

Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.